

Vacancy Announcement

U.S. ELECTION ASSISTANCE COMMISSION

Position: Executive Director

Announcement No: EAC-05-03

Salary Range: \$118,000 - \$128,200

Hiring Agency:

U. S. Election Assistance Commission

1225 New York Avenue, N.W.

Washington, D.C. 20005

Opening Date: 12-06-2004

Closing Date: 01-14-2005

Duty Location: Washington, D.C.

1 Vacancy

AREA OF CONSIDERATION: All United States Citizens

DUTIES:

The Executive Director of the U.S. Election Assistance Commission (EAC) ensures that EAC meets the mandates of the Help America Vote Act of 2002 (HAVA) and other Federal laws, regulations and requirements.

Works closely with the EAC Chair and the other Commissioners in defining strategic goals and objectives and carrying out the responsibilities of the Commission. Responsible for long-range program planning as well as day-to-day management of EAC activities. This includes supervision of EAC government personnel; management of contractor support efforts; and program coordination with Advisory Boards, Federal, State and local government officials, Congressional staff, civil rights and disability groups and other EAC stakeholders.

Directs the formulation, presentation and execution of the Commission's budget and coordinates with the Office of Management and Budget, as required. Prepares and presents testimony to justify budget request with Congressional Committees and staff as required.

Supports the Chair and other Commissioners at Congressional hearings by drafting testimony, providing information summaries, preparing Questions and Answers, and providing other data or analyses to support the Commission's position.

Serves as EAC program coordinator and liaison with the Congress, members of the U.S. election community, other Federal and State organizations, election organizations, citizen groups and other Commission stakeholders.

Manages and oversees the process of developing voluntary voting system guidelines for adoption by EAC. Works with the National Institute of Standards and Technology of the U.S. Department of Commerce and the EAC Technical Guidelines Development Committee in creating next generation voting system standards, testing protocols, and certification procedures. Provides policy guidance, in coordination with Commissioners, to these efforts; and reports progress to the Commissioners.

Represents the EAC or Commissioners at meetings, conferences and other events for the purpose of providing authoritative information about EAC programs, plans and priorities.

Performs a full range of supervisory responsibilities in managing EAC staff to include, but not limited to, making staffing decisions, assigning and overseeing work, providing guidance and ensuring completion of performance appraisals.

QUALIFICATION REQUIREMENTS:

Minimum Qualifications. Candidates for the position must possess the following minimum qualifications:

- Demonstrated knowledge of the Help America Vote Act (HAVA), the National Voter Registration Act (NVRA); the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), and other related Federal laws and regulations;
- Understanding of the respective Federal and State government responsibilities and authorities regarding the administration of HAVA and NVRA;
- Ability to fully execute the Federal budget process and, therefore, be familiar with Office of Management and Budget and Congressional policies, directives and regulations on preparing, presenting and justifying budget requests;
- Knowledgeable of financial management directives, regulations and reporting requirements;
- Excellent ability to communicate effectively, in writing and orally, with members of the Commission, Congress, advocacy groups, stakeholders, and EAC staff;
- At least 10 years experience managing a comparably complex organization;
- Previous senior management experience in Federal government or as a Director of a State or local board of election;
- Baccalaureate degree or comparable

Preferred Qualifications. Candidates who meet the minimum qualifications will be further evaluated on these following preferred qualifications:

- Knowledge of the U.S. electoral system, Federal and State election laws and the election administration process;
- Experience in working with election officials, election organizations, and vendors;
- Thorough understanding of underlying principles of maintaining the integrity of voting system operations, including procedures, personnel and security involved;
- Knowledge of voting systems technology, voting system standards, testing, and certification issues, and direct experience with system testing and accreditation process.

OTHER REQUIREMENTS:

A background security investigation will be required for the selectee. Appointment will be subject to the successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Selectee will be required to complete a Financial Disclosure Report prior to entering on duty and annually thereafter.

This appointment is subject to a probationary period.

Travels on official business, as required.

OTHER INFORMATION:

The United States Election Assistance Commission ("EAC" or "Commission") is conducting a search for the position of Executive Director. The position of Executive Director is legislatively required by HAVA, Section 204(1). The Executive Director shall serve for a term of 4 years and may serve for a longer period only if reappointed for an additional term or terms by a vote of the Commission.

The position of Executive Director may be appointed without regard to the provisions of title 5, United States Code, governing appointments in the competitive service, and may be paid without regard to the provisions of chapter 51 and subchapter III of chapter 53 of that title relating to classification and General Schedule pay rates.

Relocation expenses will not be paid.

The EAC was established by the Help America Vote Act of 2002 ("HAVA"). Central to its role, the EAC serves as a national clearinghouse and resource for information with respect to the administration of Federal elections. According to the text of HAVA, the law was enacted to:

... establish a program to provide funds to States to replace punch card voting systems, to establish the Election Assistance Commission to assist in the administration of Federal elections and to otherwise provide assistance with the administration of certain Federal election laws and programs, to establish minimum election administration standards for States and units of local government with responsibility for the administration of Federal elections, and for other purposes.

-- Excerpt from [The Help America Vote Act of 2002](#)

HAVA requires that the EAC:

- Provide for testing, certification, decertification, and recertification of voting system hardware and software by accredited laboratories;
- Conduct public studies on various election administration issues;
- Submit a report on each study conducted, with recommendations, to the President, the House Administration Committee, and the Senate Rules and Administration Committee;
- Make requirements payments to States each year;
- Make grants to assist entities in carrying out research and development to improve the quality, reliability, accuracy, accessibility, affordability and security of voting equipment, election systems, and voting technology;
- Make grants to carry out pilot programs under which new technologies in voting systems and voting equipment are tested and implemented on a trial basis;
- Award grants to the National Student and Parent Mock Election, a national, nonprofit, nonpartisan organization that works to promote voter participation through voter education activities for students and their parents; and
- Conduct studies and issue reports on a variety of topics generally dealing with improving the administration of Federal elections.

HOW TO APPLY:

Letters of application should be accompanied by an Optional Form 612 or resume with comparable information included. The application must include education, experience, current

salary and personal qualifications, and the names and contact information of five references (to be contacted only with subsequent permission of the applicant).

Applicants must also submit a separate narrative statement addressing how they meet the preferred qualifications identified above.

Your social security number (SSN) is to be included on your resume under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from your employers, schools, banks and others who may know you. Failure to provide your SSN on your resume will result in your application not being processed.

Candidates may apply through this vacancy announcement and other recruitment sources as identified in HAVA, Section 204(a)(3)(A) and (B). Candidates applying under all available options will be considered for this position.

Applicants must be a citizen of the United States.

Application must be mailed to:

U.S. General Services Administration, National Capital Region
Agency Liaison Division, Room 7120
7th & D Streets, S.W.
Washington, DC 20407
Announcement No.: EAC-05-03

Attn: BerNadette Wiggins

Applications submitted in postage paid Government envelopes will not be considered. Applications must be postmarked by the closing date to be considered.

All applications received become the property of the U.S. Election Assistance Administration and will not be returned.

This Commission provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodations will be made on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age or any other non-merit factor. **THE U.S. ELECTION ASSISTANCE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.**

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: www.eac.gov